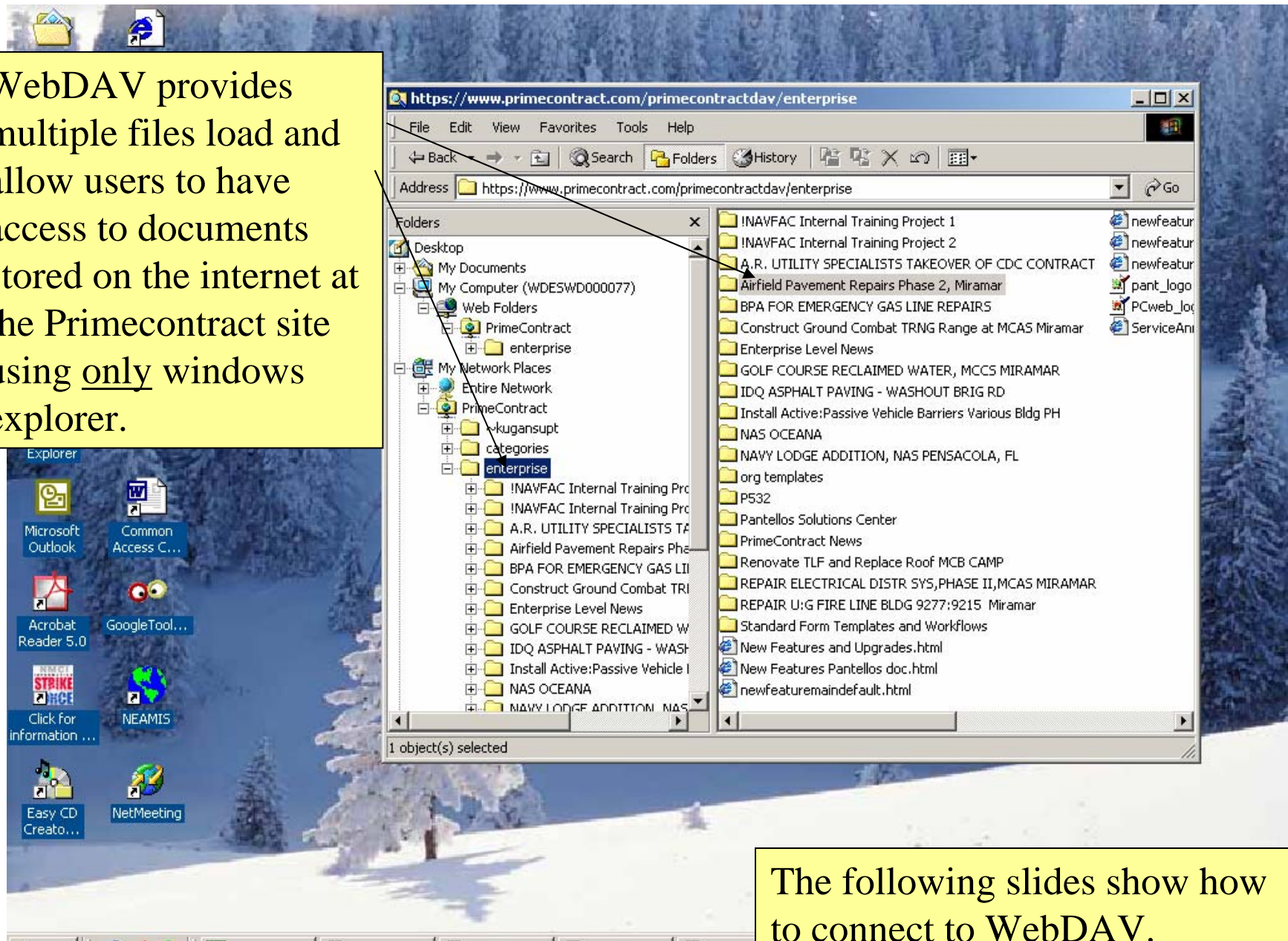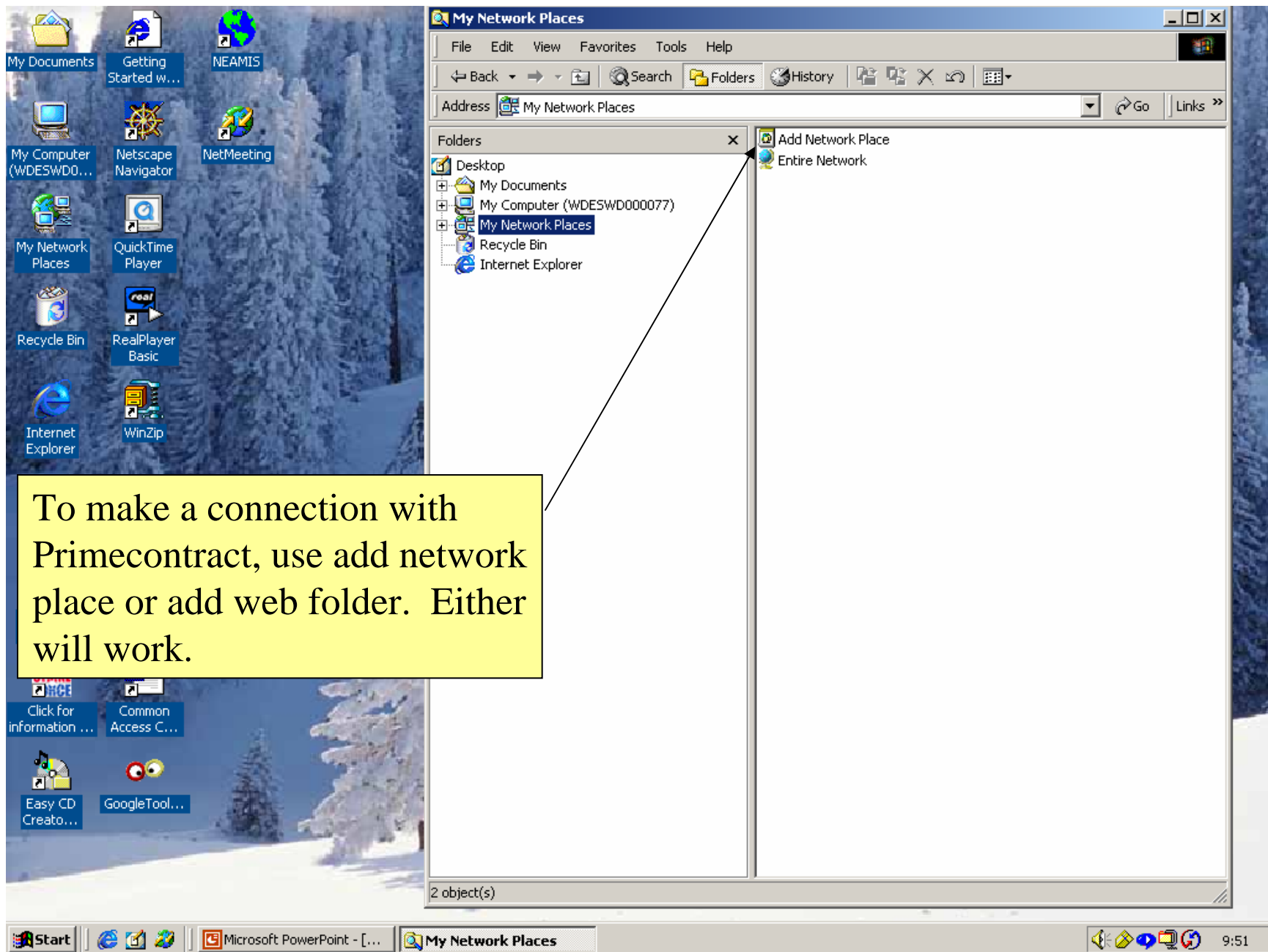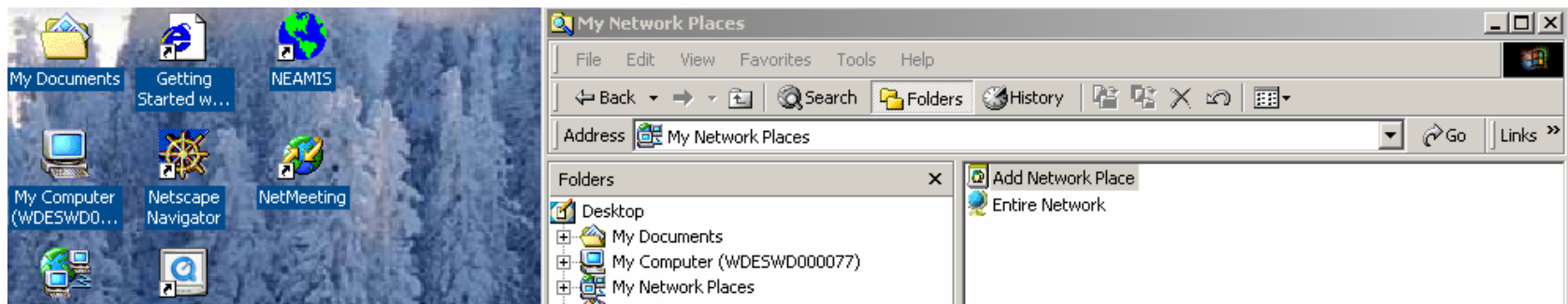# Lesson 21
Multiple Files Up Load

WebDAV provides multiple files load and allow users to have access to documents stored on the internet at the Primecontract site using only windows explorer.
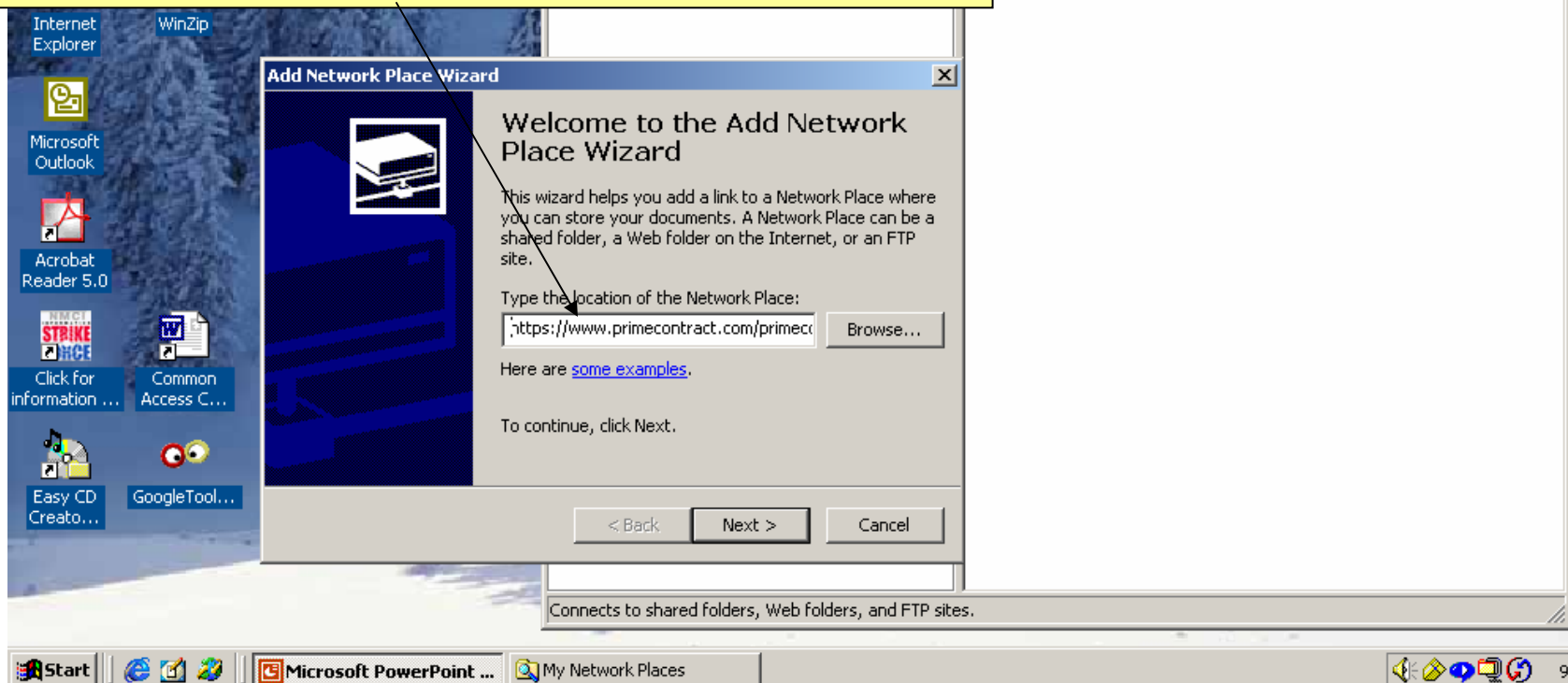
The following slides show how to connect to WebDAV.

To make a connection with Primecontract, use add network place or add web folder. Either will work.
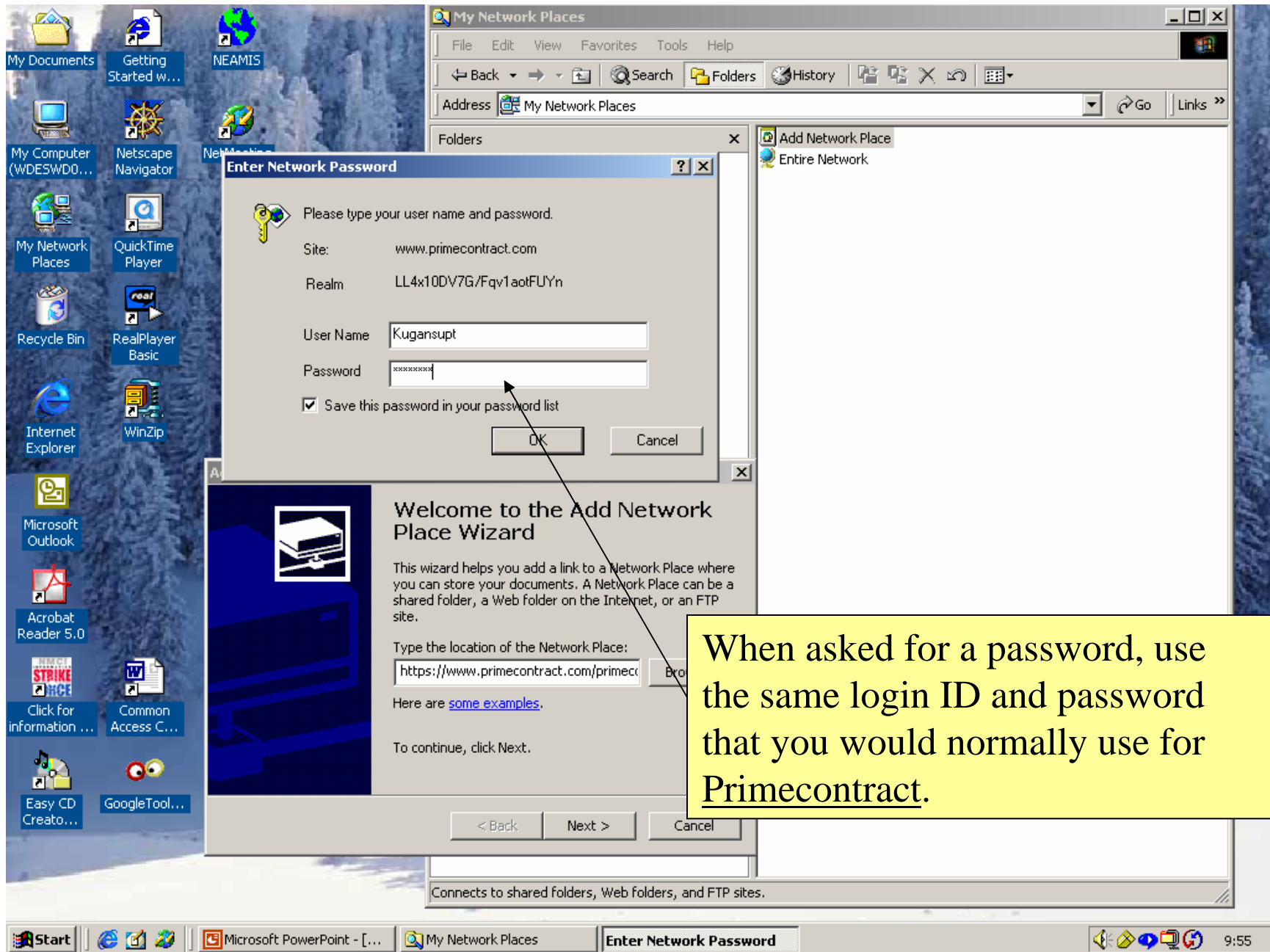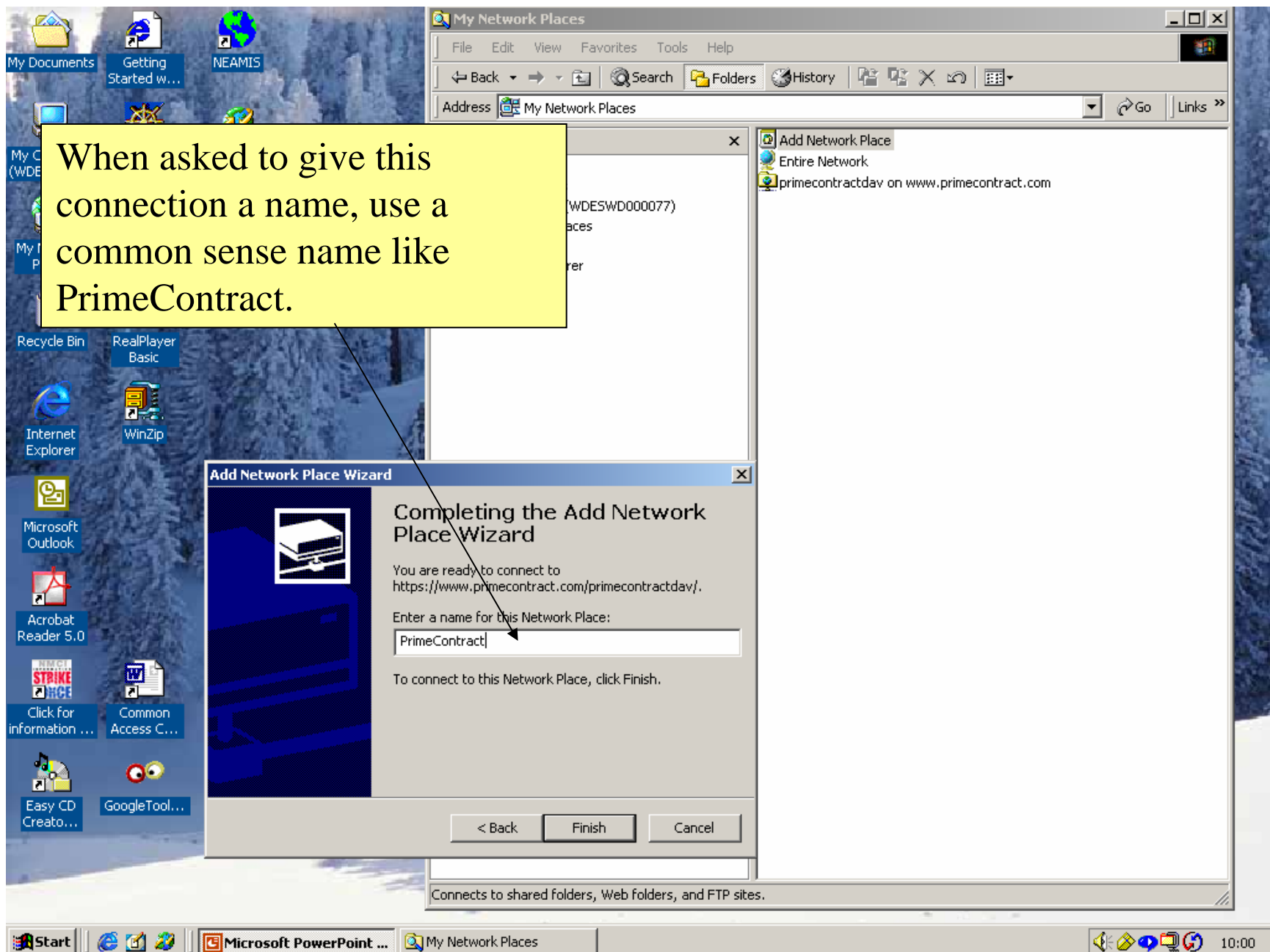
When the Add Network Place (or Add Web Folder) wizard starts, use the following address:

https://www.primecontract.com/primecontractdav/

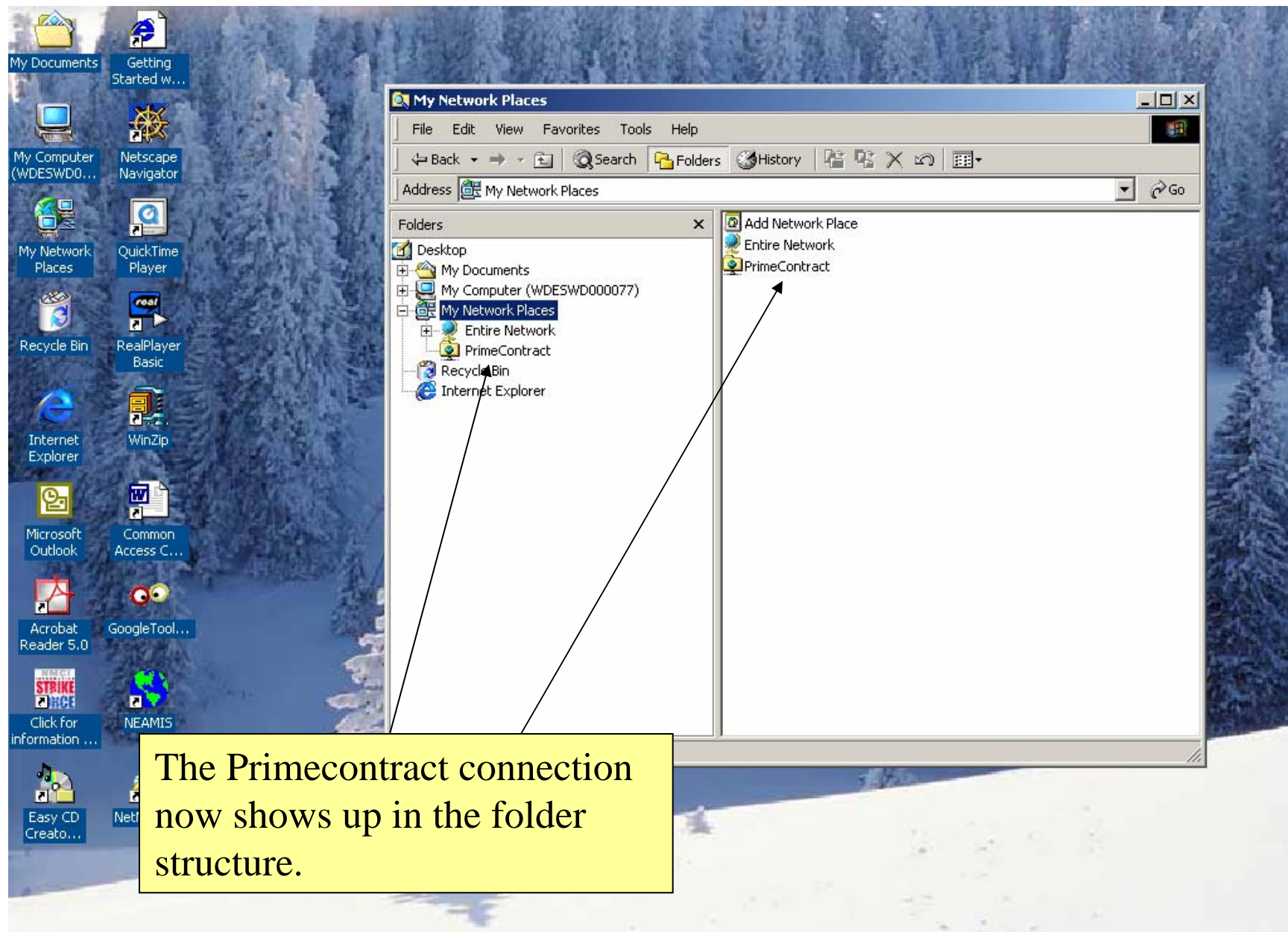When asked for a password, use the same login ID and password that you would normally use for Primecontract.
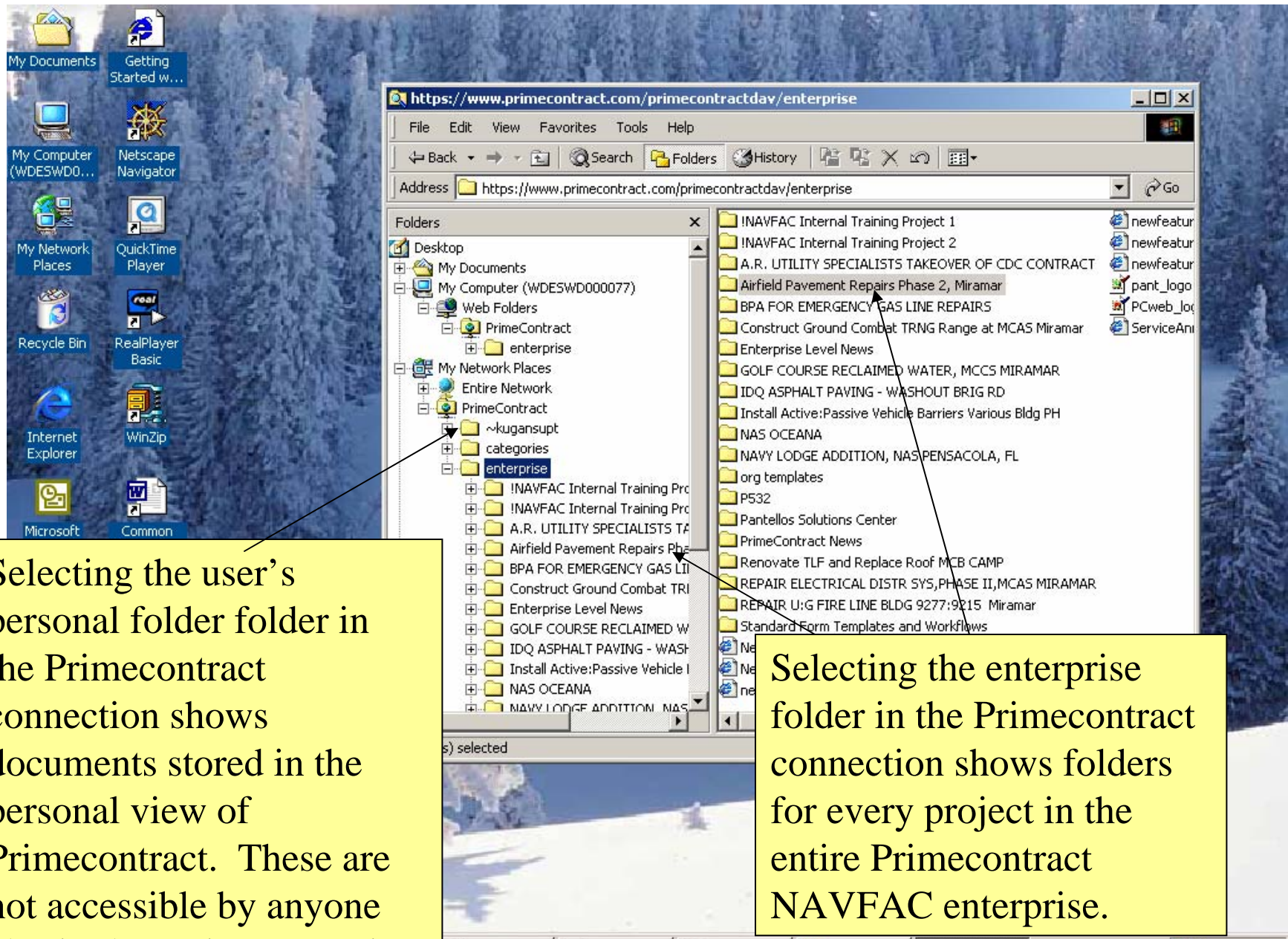
When asked to give this connection a name, use a common sense name like PrimeContract.

The Primecontract connection now shows up in the folder structure.

Selecting the user's personal folder folder in the Primecontract connection shows documents stored in the personal view of Primecontract. These are not accessible by anyone else in the entire enterprise.

Selecting the enterprise folder in the Primecontract connection shows folders for every project in the entire Primecontract NAVFAC enterprise.

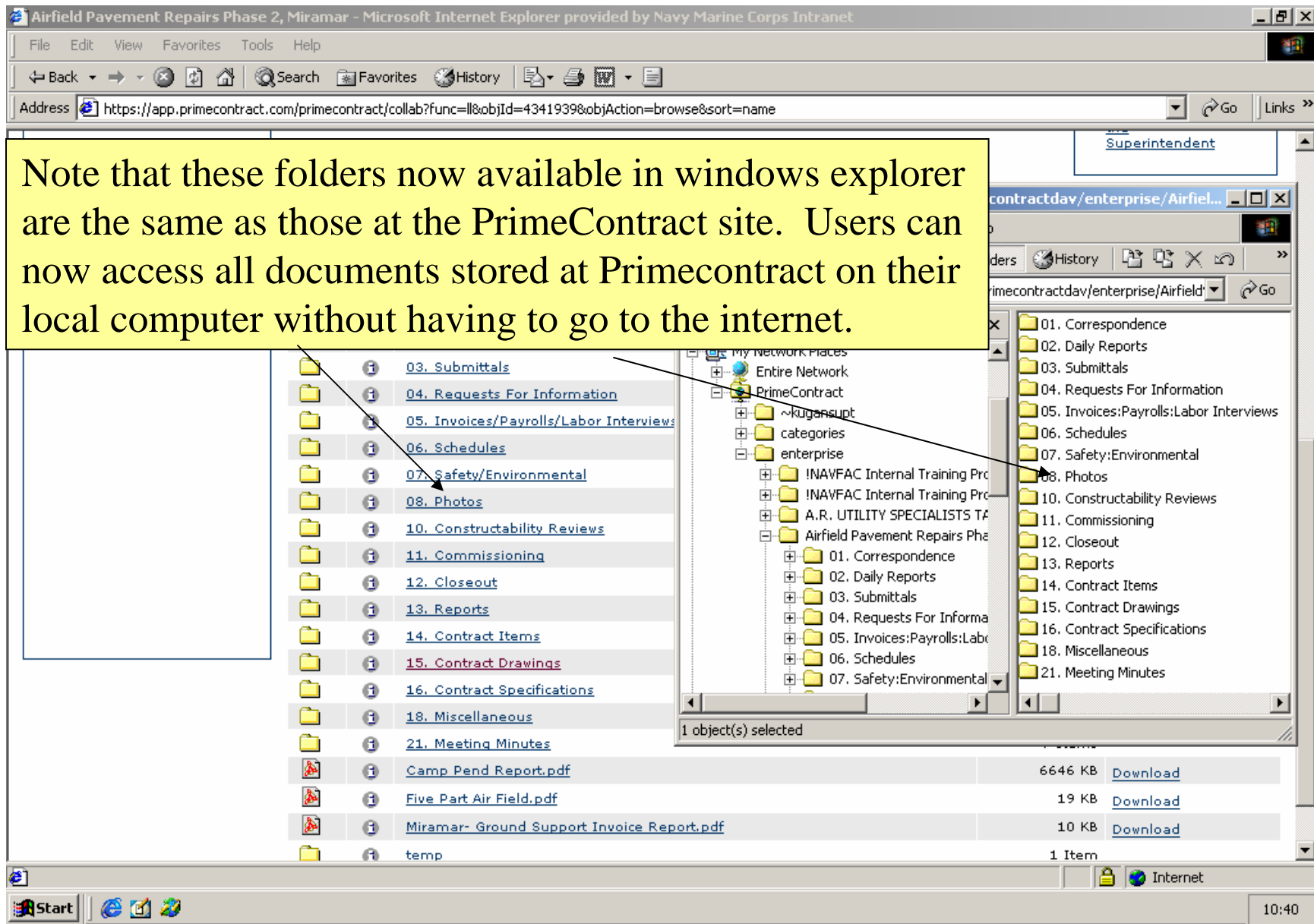Selecting the Airfield Pavement Project (for example) will bring up all folders stored for the Airfield Pavement project at the Primecontract site. See next slide.

These are all the folders stored for the Airfield Pavement at the Primecontract site.

Note that these folders now available in windows explorer are the same as those at the PrimeContract site. Users can now access all documents stored at Primecontract on their local computer without having to go to the internet.

Now you can drag and drop files